

# 2014-2015 Navy Voting Action Plan

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Revision 2, April 2014



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Summary of Changes

Revision 1: Updated all website links to FVAP.gov

Revision 2: Included requirement for VAOs to ensure Commanding Officers are aware of their requirement to comment on VAO performance in evaluations in accordance with section 1566 (f)(1), title 10, United States Code. See Section 8, Performance Evaluations.

References

- A. OPNAVINST 1742.1B, Navy Voting Assistance Program
- B. CNICINST 1742.1, Establishment of Installation Voter Assistance Offices
- C. DoDI 1000.4, Federal Voting Assistance Program of 13 September 2012
- D. Public Law 111-84 (FY10 NDAA) Subsection H, Military and Overseas Voter Empowerment Act (MOVE Act)
- E. Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) 42 USC 1973ff; PL 99-410; PL 107-107; PL 107-253; PL 111-84 Subtitle H
- F. Section 7(a)(2) of Public Law 103-31, —National Voter Registration Act|| (NVRA), May 20, 1993
- G. Section 1566 (f)(1), title 10, United States Code

1. Purpose. To issue the Navy Voting Action Plan per the Federal Voting Assistance Program (FVAP) Action Plan and references A through F. This Action Plan is meant to serve as an easy-to-use reference for Voting Assistance Officers and will be updated and revised as-necessary. **Note:** DoD Instruction 1000.04 is the authoritative governing document for the Federal Voting Assistance Program and service-specific voting assistance programs. OPNAVINST 1742.1B is currently under revision to reflect DoD Instruction 1000.04, which superseded DoD Directive 1000.04. When OPNAVINST 1742.1B and DoDI 1000.04 conflict, DoDI 1000.04 shall take precedence.
2. Background. The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) protects the right to vote for members of the Uniformed Services, Merchant Marines, their spouses and dependents, and United States citizens overseas. As the Presidential Designee for oversight of the Federal Voting Assistance Program (FVAP), the Secretary of Defense has directed commanders at all levels to support the FVAP and encourage maximum participation by Department of the Navy personnel and their dependents in exercising their right to vote. The goal is to contact 100% of Navy personnel (all active duty personnel, including civilians assigned overseas) and their voting age dependents. The main resource for assisting voters is the Voting Assistance Officer (VAO). There is one VAO at every Navy command of 25+ members. VAOs offer assistance with voter registration, requesting a ballot, and they manage the command voting program. The easiest way for citizens to register to vote absentee is via the FVAP online website: [www.fvap.gov](http://www.fvap.gov). For key terms and definitions, see Enclosure 1.
3. Objective. To ensure that Navy personnel and their eligible family members are provided all necessary information so that they are able to participate in the election process to the maximum extent permitted by law.
4. Responsibilities.
  - a. The Navy Voting Action Officer (NVAO) manages the Navy's voting assistance program in accordance with reference A and C. They provide direction, training and assistance to all levels of the voting assistance program and maintain program policy, including this action plan.
  - b. All VAOs are responsible for maintaining a command-level voting assistance program IAW reference A and C. In addition, Echelon II VAOs, Region VAOs, and VAOs of senior commands are responsible for overseeing proper program execution by subordinate commands IAW reference A and C.
  - c. Installation Voting Assistance Officers (IVAOs) are responsible for the specific duties outlined in reference A-C and managing the Installation Voter Assistance Office (IVA Office). Specific responsibilities of IVAOs and IVA Offices are outlined in reference B. Their primary functions are to act as a designated voter registration agency, to increase awareness throughout the installation, to be a central point of contact at the installation, and to submit quarterly reporting metrics to the NVAO.

5. Action. The NVAO, VAOs and IVAOs are responsible for the execution of actions outlined in this action plan, Enclosure (2), Plan of Action and Milestones, and references A-C.
6. Reporting.
  - a. IVAOs submit quarterly reports to the NVAO via their Regional VAOs. Quarterly reports will be due to the NVAO as follows: Quarter 1 (Jan-Mar) due Apr 5<sup>th</sup>, Quarter 2 (Apr-Jun) due Jul 5<sup>th</sup>, Quarter 3 (Jul-Sep) due Oct 5<sup>th</sup>, Quarter 4 (Oct-Dec) due Jan 5<sup>th</sup>. Quarterly reports shall include the metrics outlined in Enclosure 5 and are announced via the Navy Taskers system and email along with the proper reporting template.
  - b. All VAOs are responsible for maintaining an account in the Navy's Voting Information Management System (VIMS) at <https://qol.navyaims.net/voting/>. The system allows VAOs to maintain current contact information on-file and to continually assess their command voting assistance program. Additionally, senior commands have read-only access to subordinate command information. All VAOs are required to update VIMS on a quarterly basis and when information changes.
  - c. VAOs (other than IVAOs) do not need to submit reports to the NVAO. They should, however, maintain records on-file of: metrics outlined in Enclosure 5 for Unit VAOs, VAO training certificates, command-wide training, distribution of absentee voter registration forms (as required by reference C), assistance provided to voters, and awareness efforts made. These records will support program inspections and data calls that may be required by FVAP. Additionally, VAOs are required to complete command assessments after elections on even-numbered years and forward to CO/OIC for review as required by reference A.
7. Training.
  - a. VAOs are required to complete training (and retain on file their proof of training) before assuming duties as VAO. Training may be completed online via FVAP's website (<http://www.fvap.gov/vao/training>). Assistant VAOs are also required to complete training.
  - b. Additionally, during election years (even-numbered), VAOs are required to attend in-person FVAP hosted training workshops. The 2014 schedule is posted at <http://www.fvap.gov/vao/training>. In the event that a workshop is not being held locally to the VAO, online training may be completed as a substitute.
  - c. IVAOs are required to complete IVAO-specific training (and retain on file their proof of training) before assuming duties as Installation Voting Assistance Officer. Training may be completed online (<http://www.fvap.gov/vao/training>).
  - d. VAOs shall ensure that all members of their command receive yearly training covering the absentee voting process and related resources. The training methodology will be

decided by the command. Training materials are available online (<http://www.fvap.gov/vao/training>). VAOs must maintain a record of training completed.

- e. Recruit Training Command shall ensure that all recruits receive absentee voting training IAW reference A.
8. Performance Evaluations. In accordance with US Code (law), reference F: "Performance evaluation reports pertaining to a member who has been assigned to serve as a voting assistance officer shall comment on the performance of the member as a voting assistance officer." All VAOs shall ensure their respective Commanding Officers are aware of this requirement.
9. Essential Materials.
  - a. All VAOs and IVAOs should maintain on file and be familiar with the following materials: The Voting Assistance Guide (VAG), Federal Post Card Application (AKA: FPCA, SF-76), and Federal Write-in Absentee Ballot (AKA: FWAB, SF-186) which were all revised in 2013 for greater ease-of-use. Older editions, **dated 2005 or newer**, may still be used. The 1995 revision of the form cannot be accepted. The 2014-2015 VAG is based on 2013 forms. This means that the 2014 guide can be used to complete the older forms but not every data field may match up exactly.
  - b. 2014-2015 Voting Assistance Guide (VAG) — this is the basic reference document of the Federal Voting Assistance Program. Hard copies have been mailed to each Installation Voter Assistance Office in limited quantities. VAOs that need hard copies should contact their IVAO. IVAO contact information can be found at: <http://www.fvap.gov/info/contact/iva-offices>. The VAG is updated continually over the year. Therefore, it is recommended that VAOs use the online version that is always current at: <http://www.fvap.gov/vao/vag>. The VAG includes the following information:
    - (1) Explanation of current procedures for absentee registration and voting in each state, the District of Columbia, the Commonwealth of Puerto Rico, and the territories of American Samoa, Guam, and the Virgin Islands.
    - (2) Absentee registration and voting deadlines established by the states, territories, and other jurisdictions, along with dates of primary and general elections.
    - (3) Addresses and contact information of local election officials in each state, territory and other jurisdictions.
  - c. Federal Post Card Application (FPCA, SF-76)—limited quantities of the older forms are stocked in the Navy Logistics Library and available for individual VAO order in packs of 100. Additionally, the new 2013 forms may be ordered online through GSA (<https://www.gsaadvantage.gov>, NSN: 7540-00-634-5053, \$26.28/hundred). Because

hard copies are very expensive, they should only be used when necessity dictates (ie: ground units without computer access). ***The most efficient method to complete the FPCA is by directing voters to utilize the online wizard at [www.fvap.gov](http://www.fvap.gov).*** The online wizard asks voters a series of questions to fill-in the form. At the end, forms can be printed along with postage-paid and addressed envelopes that can then be mailed. Lastly, electronic versions of the FPCA are available online: <http://www.fvap.gov/eo/overview/materials/forms>. The electronic version can be completed in the same method as the hard copies. About the FPCA:

- (1) The FPCA, a postage-paid form, is authorized by law for use by persons covered by the Uniform and Overseas Citizens Absentee Voting Act. The FPCA informs local election officials of a voters mailing address and registers them to vote absentee for the calendar year. It should be completed yearly.
  - (2) The FPCA was revised in 2013 to include more information and to make the form easier to use. Editions of the form 2005 and newer may continue to be used.
  - (3) Because there are differences in how the FPCA is processed by various states and other jurisdictions, the Voting Assistance Guide should be reviewed to determine how the form should be completed. Note: This step is non-applicable if using the online FVAP wizard.
- d. Federal Write-In Absentee Ballot (FWAB, SF-186) — limited quantities of the older forms are stocked in the Navy Logistics Library and available for individual VAO order in packs of 100. Additionally, the newer version of the forms may be ordered online through GSA (<https://www.gsaadvantage.gov>, NSN: 7540-01-218-4384, \$32.87/hundred). Because hard copies are very expensive, they should only be used when necessity dictates (ie: ground units without computer access). ***The most efficient method to complete the FWAB is by directing voters to utilize the online wizard at [www.fvap.gov](http://www.fvap.gov).*** The online wizard asks voters a series of questions to fill-in the form. At the end, forms can be printed along with postage-paid and addressed envelopes that can then be mailed. Lastly, electronic versions of the FWAB are available online: <http://www.fvap.gov/eo/overview/materials/forms>. The electronic version can be completed in the same method as the hard copies. For those who wish to use the FWAB, the following criteria must be met:

- (1) The FWAB serves as an 'emergency ballot'. If a voter has registered absentee by completing the FPCA and has not received their ballot by mail within 30 days of election, they should complete the FWAB. If the regular ballot is received after the FWAB is mailed, the ballot should also be voted and returned.
- (2) The FWAB may be submitted by uniformed services personnel and their family members when absent from their voting residence and located either inside or outside of the U.S., and by other U.S. citizens when located outside the United States. The United States is defined as the 50 states, the District of Columbia, Puerto Rico, Guam, the Virgin Islands, and American Samoa.



- (3) The FWAB must be received by the local election official no later than the deadline for receipt of regular absentee ballots under state law.
- (4) See the Voting Assistance Guide for specific details on FWAB use and completion.
- e. FVAP marketing materials—posters, pocket reference cards, brochures, fact-sheets. Limited quantities have been shipped to IVA Offices. Contact your IVAO to inquire about obtaining an allotment. Additionally, high-resolution versions of all materials are posted on FVAP's website that can be printed (<http://www.fvap.gov/vao>). Digital copies can also be used as computer desktop backgrounds, screen savers, etc.
- f. Navy Voting Toolkit (and CD)—A comprehensive toolkit has been created to assist VAOs and IVAOs. Resources include: POD Notes, FAQ's, references and instructions, sample designation letter, training, marketing materials, etcetera. The toolkit is available for download at <http://www.fvap.gov/vao/continuity/vao-continuity> under the "Good ideas and lessons learned" heading. Additionally, commands with limited bandwidth can order the toolkit on CD via Navy Logistics Library burn-on-demand service. The 2014-2015 revision of the Navy Voting Toolkit will be available in March of 2014.

10. Marketing and Awareness.

- a. One of the primary responsibilities of every IVAO and VAO is to increase awareness, making sure that Sailors and their family members, as well as DoD contractors and civilians overseas, are aware of the resources available to them in exercising their right to vote. Your goal is to help members of your command understand if they are eligible to vote absentee, how the process works, the ways to register to vote, and to update your command about key voting related events and dates.
- b. All VAOs are encouraged to increase awareness through the use of Plan of the Day (POD) notes, posters, banners, setting up informational booths in high-traffic areas, engaging command ombudsman, advertising at local MWR facilities, etc. FVAP provides online copies of posters and the Navy Voting Facebook page has poster designs for use. There are an unlimited number of ideas; creativity and motivation are essential.
- c. Specific awareness weeks and milestones are outlined in Enclosure (2).

This document is meant to be 'living and breathing'. Therefore, it will be continually updated as the situation warrants throughout the year. The revision number and summary of changes will be kept current. For any questions related to the Navy Voting Assistance Program, email [vote@navy.mil](mailto:vote@navy.mil)

Glossary and Definitions (from DoDI 1000.4)

ABBREVIATIONS AND ACRONYMS

|        |   |
|--------|---|
| DoDD   | DoD Directive                                       |
| FPCA   | Federal Post Card Application                       |
| FVAP   | Federal Voting Assistance Program                   |
| FWAB   | Federal Write-In Absentee Ballot                    |
| IVAO   | installation voting assistance officer              |
| IVA    | installation voter assistance                       |
| NVAO   | Navy Voting Action Officer                          |
| NVRA   | National Voter Registration Act                     |
| P.L.   | Public Law  |
| RVAO   | Regional voting assistance officer                  |
| SF     | Standard Form                                       |
| SSVR   | senior service voting representative                |
| SVAO   | service voting action officer                       |
| UOCAVA | Uniformed and Overseas Citizens Absentee Voting Act |
| U.S.C. | United States Code                                  |
| UVAO   | unit voting assistance officer                      |
| VAO    | voting assistance officer                           |

## DEFINITIONS

These terms and their definitions are for the purpose of this Instruction.

Eligible Voter. Any of the following:

### Absent Uniformed Services Voter

A member of a uniformed service on active duty who, by reason of such active duty, is absent from the place of residence where the member is otherwise qualified to vote.

A member of the merchant marine who, by reason of service in the merchant marine, is absent from the place of residence where the member is otherwise qualified to vote.

A spouse or dependent of a member referred to in the first two sentences of this definition who, by reason of the active duty or service of the member, is absent from the place of residence where the spouse or dependent is otherwise qualified to vote.

### Overseas Voter

An absent uniformed services voter who, by reason of active duty or service, is absent from the United States on the date of the election involved;

A person who resides outside of the United States and is qualified to vote in the last place in which the person was domiciled before leaving the United States; or

A person who resides outside of the United States and (but for such residence) would be qualified to vote in the last place in which the person was domiciled before leaving the United States.

Federal office. The offices of President or Vice President; Presidential Elector; or of Senator or Representative in or Delegate or Resident Commissioner to, Congress..

IVAO. An individual responsible for voting assistance coordination at the installation level.

IVA office. The office designated by the installation commander to provide voter assistance to military personnel, voting-age military dependents, Government employees, contractors, and other civilian U.S. citizens with access to the installation.

Metrics. A systematic means of measuring essential management information for reporting, control, and process improvement.

Recruitment offices of the Military Services. Any office of a military service open to the public and engaged in the recruitment of persons for appointment or enlistment in an Active Component of the Military Services. This does not include Army National Guard and Air National Guard recruiting offices.

SSVR. A uniformed member at the O-7 grade, or higher, or a member of the Senior Executive Service responsible for implementing the FVAP in his or her respective component.

State. As defined in section 1973ff-6, Reference (d).

State election. Any election held solely, or in part, for selecting, nominating, or electing any candidate for any State office, such as Governor, Lieutenant Governor, State Attorney General, or State Legislator, or on issues of Statewide interest.

SVAO. An individual at a uniformed service headquarters level responsible for voting assistance operations for his or her respective component.

UVAO. An individual responsible for voting assistance at the unit level.

Voter Registration Agency. An office designated pursuant to Reference (f) to perform voter registration activities. A recruitment office of the Military Services is considered to be a voter registration agency of the State in which the office is located.

## 2014-2015 Navy Voting Action Plan POA&M

| Action   | Comments   | Who         | Date Due             |
|--|--|-------------|----------------------|
| Order and update supplies                            | VAOs can print/order all necessary material. Ordering information at:<br><a href="http://www.fvap.gov/vao/training/materials/usm-order">http://www.fvap.gov/vao/training/materials/usm-order</a>   | ALL VAOs    | Ongoing              |
| Attend Voting Workshop                               | All VAOs required to attend IAW DoDI 1000.04 and OPNAVINST 1742.1. Schedule at:<br><a href="http://www.fvap.gov/vao/training">http://www.fvap.gov/vao/training</a>   | ALL VAOs    | Ongoing, Spring 2014 |
| New Year LES Message                                 | To run in January and February LES; remind voters to complete FPCA in New Year   | NVAO        | 1-Jan-14             |
| New Year NAVADMIN                                    | Targeted January release to remind voters to complete FPCA in New Year and encourage command support   | NVAO        | 1-Jan-14             |
| IVAO Quarterly Report Due to NVAO                    | All IVAOs submit via RVAO, will be posted in Taskers and via email. VAOs submit inputs to IVAOs as-necessary IAW DoDI 1000.04 and OPNAVINST 1742.1   | IVAOs       | 5-Jan-2014           |
| Distribute FPCAs to voters                           | VAOs distribute FPCA to all voters within command (service members and dependents) to register for all 2014 elections. Can email and attach FPCA and link to <a href="http://www.fvap.gov">www.fvap.gov</a> with completion instructions to meet requirement                               | ALL VAOs    | 15-Jan-2014          |
| Quarterly review and VIMS contact information update | Ensure current command contact information, review program checklist, review and refresh stock of supplies   | ALL VAOs    | 15-Jan-2014          |
| Obtain and review Voting Toolkit                     | Voting Toolkit (downloadable and via CD) provides all VAOs comprehensive resource for effective voting assistance program execution: POD notes, FAQs, sample designation letters, brochures, etc. See: <a href="http://www.fvap.gov/vao/continuity">http://www.fvap.gov/vao/continuity</a> | ALL VAOs    | 1-Mar-2014           |
| IVAO Quarterly Report Due to NVAO                    | All IVAOs submit via RVAO, will be posted in Taskers and via email. VAOs submit inputs to IVAOs as-necessary IAW DoDI 1000.04 and OPNAVINST 1742.1   | IVAOs       | 5-Apr-2014           |
| Increased Media Campaign                             | IVAOs: increase installation-wide advertisement to include banners, posters, brochures and PSA's at base movie theaters, information displays at MWR facilities, etc. Region VAOs: ensure Installations within region have plans in place for support of voting assistance program         | RVAOs/IVAOs | June-Aug 2014        |

|  |  |          |                     |
|--|--|----------|---------------------|
| Conduct all-hands voter training                           | All VAOs conduct and document annual all-hands voter training. Required IAW DoDI and OPNAVINST. Training material available at <a href="http://www.fvap.gov">www.fvap.gov</a>  | ALL VAOs | 1-Jun-2014          |
| LES Message for Armed Forces Voter Week                    | To run in June LES; encourage voter registration via FPCA at <a href="http://www.fvap.gov">www.fvap.gov</a>  | NVAO     | 1-Jun-2014          |
| Armed Forces Voter Week NAVADMIN                           | To encourage voter registration via FPCA at <a href="http://www.fvap.gov">www.fvap.gov</a>   | NVAO     | 15-Jun-2014         |
| Armed Forces Voters Week and Overseas Citizens Voters Week | IVAOs and VAOs plan increased awareness activities to encourage voter registration during this targeted emphasis week. Region VAOs and ISIC VAOs: oversee plans of voting programs under purview   | ALL VAOs | June 30-July7, 2014 |
| IVAO Quarterly Report Due to NVAO                          | All IVAOs submit via RVAO, will be posted in Taskers and via email. VAOs submit inputs to IVAOs as-necessary IAW DoDI 1000.04 and OPNAVINST 1742.1   | IVAOs    | 5-Jul-2014          |
| Quarterly review and VIMS contact information update       | Ensure current command contact information, review program checklist, review and refresh stock of supplies   | ALL VAOs | 15-Jul-2014         |
| Distribute FPCAs to UOCAVA voters                          | VAOs distribute FPCA to all voters within command (service members and dependents) to register for all 2014 elections. Can email and attach FPCA and link to <a href="http://www.fvap.gov">www.fvap.gov</a> with completion instructions to meet requirement | ALL VAOs | 15-Jul-2014         |
| LES Message for Absentee Voting Week                       | To run in September LES; remind voters to vote and return their absentee ballot  | NVAO     | 1-Sep-2014          |
| Absentee Voting Week NAVADMIN                              | To encourage voter participation and remind VAOs of requirements and Absentee Voting Week emphasis   | NVAO     | 15-Sep-2014         |
| Ballot Mailing Deadline                                    | Deadline for states to send ballots to UOCAVA voters. All VAOs remind voters to begin looking for their ballot, upon receipt, vote and return it   | ALL VAOs | 20-Sep-2014         |
| Absentee Voting Week                                       | IVAOs and VAOs plan increased awareness activities to encourage voters to complete and return their absentee ballot. Region VAOs and ISIC VAOs: oversee plans of voting programs under purview   | ALL VAOs | Sep 29-Oct 6, 2014  |
| 30 days before Election Day; recommended FWAB mailing      | All VAOs recommend to voters who have not yet received their ballot to submit the FWAB. If absentee ballot received after FWAB sent, still send original ballot  | ALL VAOs | 5-Oct-2014          |

|  |   |          |                              |
|--|---|----------|------------------------------|
| Recommended forward area ballot mailing date         | Voters in Iraq, Afghanistan, ships at sea, and other overseas locations without access to military postal system should send voted ballots  | ALL VAOs | 7-Oct-2014                   |
| IVAO Quarterly Report Due to NVAO                    | All IVAOs submit via RVAO, will be posted in Taskers and via email. VAOs submit inputs to IVAOs as-necessary IAW DoDI 1000.04 and OPNAVINST 1742.1  | IVAOs    | 5-Oct-2014                   |
| Recommended overseas ballot mailing date             | Voters at overseas military installations with access to the military postal system should send voted ballots   | ALL VAOs | 14-Oct-2014                  |
| Quarterly review and VIMS contact information update | Ensure current command contact information, review program checklist, review and refresh stock of supplies  | ALL VAOs | 15-Oct-2014                  |
| 15 days before Election Day                          | All VAOs recommend to voters to mail ballot and submit FWAB if ballot not yet received  | ALL VAOs | 20-Oct-2014                  |
| Recommended stateside ballot mailing date            | Stateside absentee voters should send voted ballots   | ALL VAOs | 28-Oct-2014                  |
| Election Day   | VAOs encourage local voters to cast vote at their local polling place   | ALL VAOs | 4-Nov-2014                   |
| IVAO Quarterly Report Due to NVAO                    | All IVAOs submit via RVAO, will be posted in Taskers and via email. VAOs submit inputs to IVAOs as-necessary IAW DoDI 1000.04 and OPNAVINST 1742.1  | IVAOs    | 5-Jan-2015                   |
| Quarterly review and VIMS contact information update | Ensure current command contact information, review program checklist, review and refresh stock of supplies  | ALL VAOs | 15-Jan-2015                  |
| After Action Reports                                 | To be determined based upon FVAP requirements. All VAOs maintain record of activities in support of voting assistance program throughout year   | ALL VAOs | 1-Feb-15                     |
| Inspector General Voting Assistance Program reviews  | Inspections as scheduled/required by local IG. Contact NVAO for pre-inspection consultation   | VAOs     | Ongoing                      |
| Command Voting Assistance Program review             | Required at the conclusion of every election year. VAOs can complete Enclosure 1 of OPNAVINST 1742.1 and route with memo to CO/OIC detailing findings and corrective action to meet requirement. Maintain on file | ALL VAOs | After conclusion of election |

|  |  |          |             |
|--|--|----------|-------------|
| Distribute FPCAs to voters                           | VAOs distribute FPCA to all voters within command (service members and dependents) to register for all 2015 special elections. Can email and attach FPCA and link to <a href="http://www.fvap.gov">www.fvap.gov</a> with completion instructions to meet requirement | ALL VAOs | 15-Jan-2015 |
| Quarterly review and VIMS contact information update | Ensure current command contact information, review program checklist, review and refresh stock of supplies   | ALL VAOs | 15-Jan-2015 |
| IVAO Quarterly Report Due to NVAO                    | All IVAOs submit via RVAO, will be posted in Taskers and via email. VAOs submit inputs to IVAOs as-necessary IAW DoDI 1000.04 and OPNAVINST 1742.1   | IVAOs    | 5-Apr-2015  |
| Conduct all-hands voter training                     | All VAOs conduct and document annual all-hands voter training. Required IAW DoDI and OPNAVINST. Training material available at <a href="http://www.fvap.gov">www.fvap.gov</a>  | ALL VAOs | 1-Jun-2015  |
| IVAO Quarterly Report Due to NVAO                    | All IVAOs submit via RVAO, will be posted in Taskers and via email. VAOs submit inputs to IVAOs as-necessary IAW DoDI 1000.04 and OPNAVINST 1742.1   | IVAOs    | 5-Jul-2015  |
| Quarterly review and VIMS contact information update | Ensure current command contact information, review program checklist, review and refresh stock of supplies   | ALL VAOs | 15-Jul-2015 |
| IVAO Quarterly Report Due to NVAO                    | All IVAOs submit via RVAO, will be posted in Taskers and via email. VAOs submit inputs to IVAOs as-necessary IAW DoDI 1000.04 and OPNAVINST 1742.1   | IVAOs    | 5-Oct-2015  |
| Quarterly review and VIMS contact information update | Ensure current command contact information, review program checklist, review and refresh stock of supplies   | ALL VAOs | 15-Oct-2015 |
| IVAO Quarterly Report Due to NVAO                    | All IVAOs submit via RVAO, will be posted in Taskers and via email. VAOs submit inputs to IVAOs as-necessary IAW DoDI 1000.04 and OPNAVINST 1742.1   | IVAOs    | 5-Jan-2016  |
| Quarterly review and VIMS contact information update | Ensure current command contact information, review program checklist, review and refresh stock of supplies   | ALL VAOs | 15-Jan-2016 |
| After Action Reports                                 | To be determined based upon FVAP requirements. All VAOs maintain record of activities in support of voting assistance program throughout year  | ALL VAOs | 1-Feb-15    |
| Inspector General Voting Assistance Program reviews  | Inspections as scheduled/required by local IG. Contact NVAO for pre-inspection consultation  | VAOs     | Ongoing     |



## Resources

- Federal Voting Assistance Program Website: <http://www.fvap.gov>
  - Primary resource for VAOs and Voters. VAOs, use 'VAO' link on lower right corner of main page. Will link to training, requirements, posters, calendars, contact information, and other pertinent requirements.
  - Voters use home page wizard to complete FPCA/FWAB. Easiest method to register to vote.
- Navy Voting Assistance Program: <http://www.cnmc.navy.mil/NavyVoting>
  - Navy-specific landing page.
- Navy Logistics Library: <https://nll1.ahf.nmci.navy.mil/>
  - Resource for ordering older FPCA/FWAB forms and Voting Toolkit CD. User registration and login account required. Command supply department should have access.
- GSA Advantage: <https://www.gsaadvantage.gov>
  - Resource for ordering new FPCA/FWAB forms through GSA.
- Navy Voting Facebook Page: Search under 'Navy Voting' or [www.facebook.com/navyvoting](http://www.facebook.com/navyvoting)
  - Contains updates, poster templates, and other news.
- FVAP News Alerts: <http://www.fvap.gov/vao/alerts>
  - Register for FVAP email updates about important voting related information.
- Navy Voter Information Management System: <https://qol.navyaims.net/voting/>
  - All VAOs must register and maintain active accounts. The login is your command UIC (eg: 12345) and password is in the format Uic-(your UIC)\$ (eg: Uic-12345\$). Contact [vote@navy.mil](mailto:vote@navy.mil) with questions.
- Installation Voting Assistance Officer Contact Information:
  - <http://www.fvap.gov/info/contact/iva-offices>
- Navy Voting Action Officer: LT Andrew Bousky
  - Phone: (202) 433-4000 DSN 288-4000
  - Email: [Andrew.bousky@navy.mil](mailto:Andrew.bousky@navy.mil) or [vote@navy.mil](mailto:vote@navy.mil)

Sample Designation Letter

From: \_\_\_\_\_

To: \_\_\_\_\_

Subj: DESIGNATION AS VOTING ASSISTANCE OFFICER (VAO)

Ref: (a) DODI 1000.4 OF 13 Sep 12

(b) OPNAVINST 1742.1B

(c) 42 U.S.C. 1973ff

(d) 10 U.S.C. 1566

1. Per references (a) & (b), you have been designated as the Voting Assistance Officer for **COMMAND NAME**. You will administer and oversee the voting program and report all progress as required. This appointment is effective immediately.

2. You are required to become thoroughly familiar and comply with the provisions set forth in references (a) through (d) in the performance of your duties.

## **Measures of Effect & Performance**

### **Installation Voter Assistance Office**

| <b>Metrics</b>  | <b>Justification</b>  |
|---|---|
| <ul style="list-style-type: none"><li>• <b>Number of Military Personnel Assisted</b><ul style="list-style-type: none"><li>○ Voter registration and absentee ballot requests, subcategorized by career milestone requiring the assistance:<ul style="list-style-type: none"><li>▪ PCS</li><li>▪ Pre-deployment</li><li>▪ Post-deployment</li><li>▪ Change of Address notifications</li><li>▪ On-demand</li></ul></li><li>○ FWAB requests</li><li>○ General voting information</li></ul></li></ul>  | To provide an accurate representation of the frequency of the types of services provided to active duty military members at IVA Offices |
| <ul style="list-style-type: none"><li>• <b>Number of Military Dependents Assisted</b><ul style="list-style-type: none"><li>○ Voter registration and absentee ballot requests, subcategorized by career milestone requiring the assistance:<ul style="list-style-type: none"><li>▪ PCS</li><li>▪ Pre-deployment</li><li>▪ Post-deployment</li><li>▪ Change of Address notifications</li><li>▪ On-demand</li></ul></li><li>○ FWAB requests</li><li>○ General voting information</li></ul></li></ul> | To provide an accurate representation of the frequency and types of services provided to military dependents at IVA Offices             |
| <ul style="list-style-type: none"><li>• <b>Number of Federal Employees Assisted</b><ul style="list-style-type: none"><li>○ Voter registration and absentee ballot requests, subcategorized by career milestone requiring the assistance:<ul style="list-style-type: none"><li>▪ PCS</li><li>▪ Pre-deployment</li><li>▪ Post-deployment</li><li>▪ Change of Address notifications</li><li>▪ On-demand</li></ul></li><li>○ FWAB requests</li><li>○ General voting information</li></ul></li></ul>   | To provide an accurate representation of the frequency and types of services provided to civilians at IVA Offices                       |

| <b>• Metrics</b>  | <b>Justification</b>  |
|---|---|
| <ul style="list-style-type: none"> <li>• <b>Number of Civilians/Contractors Assisted</b> <ul style="list-style-type: none"> <li>○ Registration request, further subcategorized by career milestone requiring the assistance: <ul style="list-style-type: none"> <li>▪ Change of place of federal contract employment</li> <li>▪ Pre-deployment</li> <li>▪ Post-deployment</li> <li>▪ Change of Address</li> <li>▪ On-demand</li> </ul> </li> <li>○</li> <li>○ General voting information</li> </ul> </li> </ul> | To provide an accurate representation of the frequency and types of services provided to civilians at IVA Offices   |
| <ul style="list-style-type: none"> <li>• <b>Number of non-Federal Civilian Employees &amp; Contractors (public) Assisted</b> <ul style="list-style-type: none"> <li>○ Registration request</li> <li>○ General voting information</li> </ul> </li> </ul>   | To provide an accurate representation of the frequency and types of services provided to civilians at IVA Offices   |
| <ul style="list-style-type: none"> <li>• <b>Number of Forms Mailed on Behalf of the Voter</b> <ul style="list-style-type: none"> <li>○ NVRFs mailed</li> <li>○ FPCAs mailed</li> <li>○ FWABs mailed</li> </ul> </li> </ul>  | To measure the extent that mailing forms for voters burden office personnel. Need to verify whether the state forms are being used.   |
| <ul style="list-style-type: none"> <li>• <b>Number of Total Persons Assigned to IVA Office</b> <ul style="list-style-type: none"> <li>○ Full-Time IVA Office employee</li> <li>○ Part-time and temporary IVA Office employee, and hours worked per month</li> </ul> </li> </ul>   | This only needs to be reported annually with the fourth quarter report. It is used to account for all staffing of IVA Offices and to provide an accurate number of staff hours spent staffing IVA Office services, and determine the desirability of continuing this level of installation voting assistance. |
| <ul style="list-style-type: none"> <li>• <b>Number Reporting Being Trained within 90 days of assignment to IVA Office</b> <ul style="list-style-type: none"> <li>○ Number trained by formal FVAP workshop</li> <li>○ Number trained by Service provided workshop</li> <li>○ Number trained online</li> <li>○ Number untrained within 90 days of assignment and how many days since assignment</li> </ul> </li> </ul>  | DoD Directive 1000.04, paragraph 5.2.1.15 requires that all Voting Assistance Officers shall attend an FVAP Voting Assistance Workshop. Online and Service-provided training is a viable alternative to attendance at FVAP workshops.   |
| <b>Quarterly Operating Cost to Run Office</b>   | This only needs to be reported annually with the fourth quarter report. It is used to provide an accurate cost to the installation as to the upkeep of the IVA Office, and determine the desirability of continuing this level of installation voting assistance.   |

### **Unit Voting Assistance Officers**

| <b>Metrics</b>  | <b>Justification</b>  |
|---|---|
| <ul style="list-style-type: none"> <li>○ <b>Number of Service Members Assisted</b> <ul style="list-style-type: none"> <li>○ <b>Registration and absentee ballot requests</b></li> <li>○ <b>FWAB request</b></li> <li>● <b>General voting information</b></li> </ul> </li> </ul>   | To provide an accurate representation of the services provided to active duty military members by UVAOs   |
| <ul style="list-style-type: none"> <li>● <b>Number of Military Dependents Assisted</b> <ul style="list-style-type: none"> <li>○ <b>Registration and absentee ballot requests</b></li> <li>○ <b>FWAB request</b></li> <li>○ <b>General voting information</b></li> </ul> </li> </ul>   | To provide an accurate representation of the services provided to military dependents by UVAOs  |
| <ul style="list-style-type: none"> <li>● <b>Number Reporting Being Trained within 90 days of assignment as VAO</b> <ul style="list-style-type: none"> <li>○ <b>Number trained by formal FVAP workshop</b></li> <li>○ <b>Number trained by Service provided workshop</b></li> <li>○ <b>Number trained online</b></li> <li>○ <b>Number untrained within 90 days of assignment and how many days since assignment</b></li> </ul> </li> </ul> | DoD Directive 1000.04, paragraph 5.2.1.15 requires that all Voting Assistance Officers shall attend an FVAP Voting Assistance Workshop. Online and Service-provided training is a viable alternative to attendance at FVAP workshops. |
| <ul style="list-style-type: none"> <li>● <b>UVAOs certify distribution of FVAP's 30,60, 90 day prior voting assistance availability messages to all unit personnel</b></li> </ul>   | MOVE Act, Sec 103B requires FVAP to use the military Global Network to notify absent uniformed services voters of the foregoing 90, 60, and 30 days prior to each election for Federal office.  |

## 2014 Election Cycle Voting Action Plan

### Important Dates for Voting Assistance Officers

|                       |                                    |  |
|-----------------------|------------------------------------|--|
| <b>NOVEMBER</b><br>13 | VAO In-Person Workshops            | DoD Instruction 1000.04, Enclosure 4.2.1., requires all VAOs to complete either a FVAP/Service-provided workshop. Our 2014 In-person workshops kickoff at Andrews AFB. Find your workshop at <a href="http://www.fvap.gov/vao/training.html">http://www.fvap.gov/vao/training.html</a> .   |
| <b>NOVEMBER</b><br>15 | Order Supplies                     | New Voting Assistance Guides, FPCAs, FWABs, brochures and motivational posters are available through GSA. This is an ongoing task for all VAOs. Order your 2013 edition forms through proper channels; <a href="http://www.fvap.gov/vao/order.html">http://www.fvap.gov/vao/order.html</a> |
| <b>JANUARY</b><br>2   | Command Emphasis Campaign          | Release Voting Awareness/Emphasis messages via Commanders, Base Newspapers, electronic mail, etc. Messages may be obtained by VAOs through their SVAO/FVAP.  |
| <b>JANUARY</b><br>7   | FVAP Email Blast                   | FVAP will be sending an email to all Uniformed Service members with active email addresses from January 7-9. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA.   |
| <b>JANUARY</b><br>15  | Distribute FPCAs to UOCAVA voters  | Deadline for VAOs to distribute FPCAs (electronically or in hand) to all UOCAVA voters and encourage them to complete and submit to their local election official to apply to register or to request an absentee ballot for all elections in 2014.   |
| <b>JANUARY</b><br>15  | Measures of Effect and Performance | Deadline for SVAOs to submit metrics to FVAP. VAOs and Installation Voter Assistance Office staff should submit metrics by the deadline requested by their SVAO through the FVAP.gov database.   |
| <b>JANUARY</b><br>21  | Public Service Announcements       | Create Service or base specific public service announcements with high ranking officials highlighting the importance of voting. Begin airing these PSAs at base theaters or on AFN. Examples can be found on the FVAP Facebook page.   |
| <b>FEBRUARY</b><br>2  | Super Bowl Challenge               | FVAP will be airing public service announcements during the Super Bowl on AFN. Host a voter registration drive or hang voting posters around your base Super Bowl Party. Send photos to FVAP.  |
| <b>FEBRUARY</b><br>4  | FVAP Email Blast                   | FVAP will be sending an email to all Uniformed Service members with active email addresses from February 4-6. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA.  |
| <b>APRIL</b><br>15    | Measures of Effect and Performance | Deadline for SVAOs to submit metrics to FVAP. VAOs and Installation Voter Assistance Office staff should submit metrics by the deadline requested by their SVAO through the FVAP.gov database.   |

|                        |  |  |
|------------------------|--|--|
| <b>JUNE</b><br>17      | FVAP Email Blast   | FVAP will be sending an email to all Uniformed Service members with active email addresses from June 17-19. This email will remind them of the upcoming primary elections and emphasize the need to fill out an FPCA now.  |
| <b>JUNE</b><br>17      | Public Service Announcements                               | Run Service or base specific public service announcements with high ranking officials highlighting the importance of voting at base theaters or on AFN. Examples can be found on the FVAP Facebook page.   |
| <b>JUNE</b><br>30      | Armed Forces Voters Week and Overseas Citizens Voters Week | VAOs should plan and participate in Voting Emphasis Week (June 30-July 7, 2014) activities to encourage eligible citizens to apply to register to vote and request an absentee ballot. VAOs are encouraged to plan events around Installation 4 <sup>th</sup> of July activities. Invite Families! |
| <b>JULY</b><br>2       | Command Emphasis Campaign                                  | Release Voting Awareness/Emphasis messages via Commanders, Base Newspapers, electronic mail, etc. Messages may be obtained by VAOs through their SVAO/FVAP. Campaign should run in coordination with the Voting Emphasis Week.   |
| <b>JULY</b><br>15      | Distribute FPCAs to UOCAVA voters                          | Deadline for VAOs to distribute the FPCA(electronically or in hand) to UOCAVA voters they assist and encourage them to complete and submit to their local election official to apply to register and/or request an absentee ballot for the 2014 General Election.                                  |
| <b>JULY</b><br>15      | Measures of Effect and Performance                         | Deadline for SVAOs to submit metrics to FVAP. VAOs and Installation Voter Assistance Office staff should submit metrics by the deadline requested by their SVAO through the FVAP.gov database.   |
| <b>AUGUST</b><br>5     | FVAP Email Blast   | FVAP will be sending an email to all Uniformed Service members with active email addresses from August 5-7. This email will remind them that the November election is 90 days away.  |
| <b>SEPTEMBER</b><br>3  | FVAP Email Blast   | FVAP will be sending an email to all Uniformed Service members with active email addresses from September 3-5. This email will remind them that the November election is 60 days away.   |
| <b>SEPTEMBER</b><br>20 | Ballot Mailing Deadline                                    | Deadline for States to send absentee ballots to UOCAVA voters. Voters should begin checking their mail boxes and email for their ballot. Vote and return your ballot upon receiving it.  |
| <b>SEPTEMBER</b><br>28 | Public Service Announcements                               | Run Service or base specific public service announcements with high ranking officials highlighting the importance of voting at base theaters or on AFN. Examples can be found on the FVAP Facebook page.   |

|                        |                                    |  |
|------------------------|------------------------------------|--|
| <b>SEPTEMBER</b><br>29 | Absentee Voting Week               | VAOs should encourage all absentee voters to complete and return their absentee ballot. Absentee Voting Week runs from September 29- October 6, 2014.  |
| <b>OCTOBER</b><br>1    | FVAP Email Blast                   | FVAP will be sending an email to all Uniformed Service members with active email addresses from October 1-3. This email will remind them that the November election is 30 days away.   |
| <b>OCTOBER</b><br>1    | Command Emphasis Campaign          | Release Voting Awareness/Emphasis messages via Commanders, Base Newspapers, electronic mail, etc. Messages may be obtained by VAOs through their SVAO/FVAP. Campaign should run in coordination with the Voting Emphasis Week. |
| <b>OCTOBER</b><br>5    | 30 days before Election Day        | VAOs should encourage voters who have not received their requested absentee ballots to complete and submit the FWAB.   |
| <b>OCTOBER</b><br>7    | Recommended Mailing Dates          | Voters in Iraq, Afghanistan, ships at sea, and other overseas locations without access to the military postal system should send voted ballots in now so they arrive in time to be counted.                                    |
| <b>OCTOBER</b><br>14   | Recommended Mailing Dates          | Voters in overseas military installations with access to the military postal system should send voted ballots in now so they arrive in time to be counted.   |
| <b>OCTOBER</b><br>15   | Measures of Effect and Performance | Deadline for SVAOs to submit metrics to FVAP. VAOs and Installation Voter Assistance Office staff should submit metrics by the deadline requested by their SVAO through the FVAP.gov database.                                 |
| <b>OCTOBER</b><br>20   | 15 days before Election Day        | VAOs should stress to voters to complete and return their absentee ballot. If voters have not received their requested absentee ballots, VAOs should encourage them to complete and submit the FWAB.                           |
| <b>OCTOBER</b><br>28   | Recommended Mailing Dates          | Stateside Uniformed Service members and their families should send voted ballots in now so they arrive in time to be counted.  |
| <b>NOVEMBER</b><br>4   | Election Day                       | VAOs should remind local voters to go to their polling place and vote. IVA Offices should ensure coverage to answer last minute questions and assist voters returning their ballots by fax or email.                           |
| <b>JANUARY</b><br>15   | After Action Reports               | All After Action Reports must be submitted to FVAP. VAOs should submit AARs in the format requested by their SVAO.   |



| Ongoing Tasks         |  |
|-----------------------|--|
| Directory Information | The Major Command and Installation Voting Assistance Officers must maintain a directory of all local unit VAOs containing names, email addresses and office telephone numbers. This directory must be updated at least quarterly.                                    |
| Website Information   | Provide the name, mailing address, e-mail and office telephone number of Installation Voter Assistance Office and Installation Voting Assistance Officers on the installation website.   |
| Public Affairs        | VAOs must work with PAO to publicize primary elections and inform military personnel and their family members of their right to vote. Voting outreach efforts should be incorporated into military and family appreciation events such as air shows and open houses. |
| Training              | Voting Assistance Officers must attend a training workshop or complete online training. More information regarding in person and online training can be found at <a href="http://www.fvap.gov/vao/training.html">http://www.fvap.gov/vao/training.html</a> .         |
| Voter Support         | VAOs should make time in their schedules to help voters fill out Federal Postcard Applications or use the online wizards. With unit members voting in different States, voter support must remain an ongoing task.   |
| News Releases         | Sign up for the FVAP listserv to receive election news. You can sign up by emailing <a href="mailto:vote@fvap.gov">vote@fvap.gov</a> or by visiting <a href="http://www.fvap.gov">www.fvap.gov</a> .   |
| VAO To-Do Lists       | FVAP creates monthly to do lists with recommended tasks for all VAOs. These lists can be obtained by contacting FVAP, your SVAO or IVAO.   |

*VAOs should consult their service guidance for additional information on service-specific voting activities.*

| Key FVAP Resources for VAOs |   |  |
|-----------------------------|---|--|
| Website                     | <a href="http://FVAP.gov">FVAP.gov</a>                              | Up-to-date Voting Assistance Guide and FPCA and FWAB online assistants |
| Email                       | <a href="mailto:vote@fvap.gov">vote@fvap.gov</a>                    | Email FVAP with voting assistance questions                            |
| Telephone                   | 1-800-438-VOTE (8683)   | Call FVAP with voting assistance questions                             |
| Facebook                    | <a href="https://www.facebook.com/DoDFVAP">Facebook.com/DoDFVAP</a> | FVAP and UOCAVA updates  |
| Twitter                     | <a href="https://twitter.com/FVAP">Twitter.com/FVAP</a>             | FVAP and UOCAVA updates  |

For Service specific Voting Action Plans visit <http://www.fvap.gov/vao/guidance.html>.

## **New Voting Assistance Officer (VAO) Primer**

The Federal Voting Assistance Program (FVAP) is the overall Department of Defense organization responsible for implementing legislation to help service members, their dependents, and civilians overseas vote absentee.

Voting Assistance Officer is an important collateral duty that can be very rewarding. It is very manageable and won't take too much time. What follows is a 'primer' to provide a brief overview of your responsibilities and outline some steps to get your voting program up and running.

**What is a VAO?** All commands of 25 or more personnel must maintain a Voting Assistance Program. Voting Assistance Programs are managed by a Voting Assistance Officer (VAO) at each level of the chain of command. A VAO's primary responsibility is to be an expert on all-things voting for their command including voter registration and the absentee voting process. VAOs assist absentee voters within their command.

In addition to VAOs, there are Installation Voting Assistance Officers (IVAOs). IVAOs carry out similar responsibilities as VAOs but they also manage the Installation Voter Assistance Office (IVA Office). There is an IVA Office on every military Installation. IVAOs are responsible for assisting all citizens with access to the Installation and the IVA Office, not just absentee voters.

The Navy Voting Action Officer (NVAO) oversees the overall Navy Voting Assistance Program on behalf of the Navy's Senior Service Voting Representative—Commander, Navy Installations Command (CNIC).

**There are a few things you can do to get your program started and/or refreshed:**

**1. Voting Information Management System (VIMS).** VIMS is an online database and resource for all Navy VAOs. An account has been established for each echelon-rated unit listed in the Standard Naval Distribution List (SNDL). VAOs are required to keep their account up-to-date in order to communicate command contact information and program status. Be sure to update VIMS when you turnover your duties with your relief and at least quarterly. Note: Your Immediate Superior In Command (ISIC) has read-only access to your VIMS account so they can review your account on a regular basis.

Here is the URL for VIMS: <https://qol.navyaims.net/voting/>

The login is as follows:

Login: your command Unit Identification Code (UIC) (example: 12345)

Password: Uic-(your UIC)\$ (example: Uic-12345\$)

If you experience trouble logging in, email [vote@navy.mil](mailto:vote@navy.mil) and be sure to include your UIC within the email.

VIMS includes a self-assessment checklist for you to use. The checklist closely follows what is used by Inspectors General. Don't worry if you answer 'no' to some questions; VIMS will give you information on

how to correct the deficiency. If you can answer 'yes' to all of those questions, your program will be compliant.

When you get to the top portion of your VIMS account you will see 'command email'. You cannot edit this field. The email needs to be a group email account at your command which is always active, doesn't change, and is not associated with an individual name. Possible examples include: CMC@, wardroom, First Class Petty Officer Email groups, admin email groups, etc. This is to ensure continuity and good contact information in case you transfer unexpectedly, are on leave, TAD, etc. The email will not be used except in the rare case that contact cannot be established using the primary account email address. Once you have established or identified your group email address, send an email to [vote@navy.mil](mailto:vote@navy.mil) so that your command email can be updated (be sure to include your UIC in the email).

**2. Federal Voting Assistance Program (FVAP) website** ([www.fvap.gov](http://www.fvap.gov)). This is the primary resource where you can find all of the necessary information, guidance, training, and voting related resources. At the left center side of the FVAP homepage you will see a link (button) for VAOs.

**3. Program instructions**. The Navy's Voting Assistance Program instruction is OPNAVINST 1742.1B. There is a separate instruction for IVAOs, CNICINST 1742.1. Both instructions are based upon overarching DoD Instruction 1000.04. Be sure to read through these instructions and keep a copy on hand for your voting program binder. All instructions can be found at [www.fvap.gov](http://www.fvap.gov). **Note: OPNAVINST 1742.1B is currently under revision to reflect DoD Instruction 1000.04 (Sep 2012) which superseded DoD Directive 1000.04. When OPNAVINST 1742.1B and DoDI 1000.04 conflict, DoDI 1000.04 shall take precedence.**

**4. VAO training**. You are required to complete training before being officially assigned. You can complete training online: <http://www.fvap.gov/vao/training>. Be sure to keep a copy of your training certificate for your program binder.

**5. Designation letter**. You are required to be designated in writing by your CO/OIC. A sample letter can be found at FVAP.gov under VAO resources.

**6. Voting alerts**. You can sign up for them on FVAP's website at <http://www.fvap.gov/vao/alerts>. FVAP will send you pertinent information about elections, workshop schedules, events, etc.

**7. Navy Voting Facebook Page**. You can find it at [www.facebook.com/navyvoting](http://www.facebook.com/navyvoting). Updates and other information will be posted. Please be sure to click the 'like' button on the page to help spread the word.

This should be more than enough to get you started. After completing the steps in this primer, you will be on your way to having a fully compliant voting program and having an excellent understanding of the absentee voting process.

### DoD Inspector General Voting Assistance Program CY2013 Report Format

The matrix below outlines DoD Inspector General assessment criteria for voting assistance programs. This matrix was developed by DoD IG in collaboration with service IG's. Not all sections are applicable to all levels of the voting assistance program and the matrix is meant to assess the service-wide voting program as a whole.

#### A. Staffing

| Item | Requirement  | Authority                            |
|------|--|--------------------------------------|
| A.1. | Senior Service Representative at Flag Rank/Civilian equivalent appointed.                    | DoDI 1000.04, Encl 4, section 2.a.   |
| A.2. | Designated Service Voting Action Officer   | DoDI 1000.04, Encl 4, section 2.b.   |
| A.3. | Designated Installation VAOs at all installations.   | DoDI 1000.04, Encl 4, section 2.e.   |
| A.4. | Unit VAO designated in writing for each unit of 25 or more permanently assigned members.     | DoDI 1000.04, Encl 4, section 2.f.   |
| A.5. | Designated Unit VAOs for all required units.   | DoDI 1000.04, Encl 4, section 2.f.   |
| A.6. | Additional UVAOs designated in accordance with DoD or Service Voting Assistance regulations. | DoDI 1000.04, Encl 4, section 2.f.2. |

#### B. Training

| Item | Requirement  | Authority                             |
|------|--|---------------------------------------|
| B.1. | VAOs received training prior to assuming duties.   | DoDI 1000.04, Encl 4, section 2.f.(1) |
| B.2. | Command, Installation and Unit VAOs attend FVAP workshop during even numbered years with Federal elections.  | DoDI 1000.04, Encl 4, section 2.t.    |
| B.3. | Train Service members on absentee registration and voting procedures in Federal election years.              | DoDI 1000.04, Encl 4, section 2.s.    |
| B.4. | Basic training and command courses emphasize and advertise voting assistance programs.                       | DoDI 1000.04, Encl 4, section 2.s.1.  |
| B.5. | Train units (or Service members) preparing for deployment.   | DoDI 1000.04, Encl 4, section 2.s.2.  |
| B.6. | Recruitment personnel informed of policies and received training to carry out voter registration assistance. | DoDI 1000.04, Encl 4, section 2.ab.   |

#### C. Material Distribution

| Item | Requirement   | Authority                                 |
|------|---|---|
| C.1. | UVAOs develop a system to directly-deliver SF76s to eligible voters by 15 January of each year. | DoDI 1000.04, Encl 4, section 2.l. and m. |

|      |   |                                       |
|------|---|---------------------------------------|
| C.2. | Prospective enlistees are provided the national mail voter registration form and DD Form 2645 "Voter Registration Information." | DoDI 1000.04, Encl 4, section 2.ab.1. |
| C.3. | Recruitment offices transmit registration applications in a timely manner.  | DoDI 1000.04, Encl 4, section 2.ab.4. |
| C.4. | Sufficient voting materials are on-hand.  | DoDI 1000.04, Encl 4, section 2.i.    |

#### D. Communication and Information Network

| Item | Requirement   | Authority                  |
|------|---|----------------------------|
| D.1. | Services provide VAO and voting assistance program information to FVAP Office for publication on FVAP website.                                      | DoDI 1000.04, Encl 4, 2.c. |
| D.2. | Designated IVA office location on installation, where voting material and assistance is accessible and available.                                   | DoDI 1000.04, Encl 4, 2.c. |
| D.3. | Established a VAO network and communications capability that can also distribute voting information and so that a Service member may contact a VAO. | DoDI 1000.04, Encl 4, 2.j. |
| D.4. | Standardized email address for VAOs.  | DoDI 1000.04, Encl 4, 2.r. |

#### E. Commander/Installation Level Involvement

| Item | Requirement  | Authority                  |
|------|--|----------------------------|
| E.1. | Commands continually evaluate voting programs.   | DoDI 1000.04, Encl 4, 2.o. |
| E.2. | Command-wide voting awareness and assistance programs and activities are developed for Armed Forces Voters Week. | DoDI 1000.04, Encl 4, 2.q. |
| E.3. | Written policies to support eligible military members and their dependents.                                      | DoDI 1000.04, Encl 4, 1.a. |
| E.4. | Inspector General and Command level reviews/inspections.   | DoDI 1000.04, Encl 4, 2.n. |

#### F. Voting assistance Program Outreach Metrics

| Item | Requirement   | Authority     |
|------|---|---------------|
| F.1. | Number who requested voter registration for the year.             | DoDIG request |
| F.2. | Number who requested Federal Post Card Applications for the year. | DoDIG request |

|      |  |               |
|------|--|---------------|
| F.3. | Number who requested absentee ballot forms for the year.                       | DoDIG request |
| F.4. | Number who requested to change their address for voting purposes for the year. | DoDIG request |
| F.5. | Total number of Service members (e.g., actual strength) for the year.          | DoDIG request |